



**2024**

## **Canada Day Committee**

### **Terms of Reference**

#### **Purpose**

The mandate of the Canada Day Committee is to plan and implement Canada Day activities held in Calabogie for the purpose of celebrating national and local civic pride, culture, and Community.

The Canada Day Committee shall work with the DACA Centre and Matawatchan Hall, both being private halls that host Canada Day functions.

The Canada Day Committee shall:

1. Engage the community and provide a free event in Calabogie that is accessible to all residents.
2. Encourage participation in all Canada Day Events held in the Township.
3. Seek sponsorship through federal grants, secure corporate sponsorship and ensure responsible allocation of expenditures.
4. Develop and implement promotional communications.

#### **Membership**

The Committee shall consist of a minimum of four (4) volunteer members, maximum seven (7), and one (1) member of Council. The Chair of the Committee shall be selected by the Committee.

In considering the appointment of members to the Committee, Council shall consider the following:

1. Individuals interested in taking on committee responsibilities, participating in Canada Day Events, and attending committee meetings.
2. Individuals with experience as a committee member or volunteer, in particular as related to community events.

## **Meetings**

This Ad Hoc Committee will act as a Service Committee, planning and implementing the Canada Day event held in Calabogie and assisting the DACA Centre and Matawatchan Hall with their respective events. In this function:

1. All committee meetings shall be open to the public to observe
2. Meetings shall be held as required, at the call of the Chair
3. Notice of meetings shall be made at least 48 hours in advance of such meeting and shall be posted on the Township's website and Social Media
4. The Committee shall meet as often as needed
5. Quorum shall be the majority of committee members appointed
6. Additional members may be added by Council resolution

## **Staff Contact/Administrative Support**

The CAO will assign staff for agenda and minute taking responsibilities, and other tasks as deemed appropriate.

## **Budget**

The Treasurer will work with the Committee to address any financial concerns/questions.

## **Final Report**

The Committee shall submit a report to Council outlining successes, challenges, and the Township's financial implications of the Canada Day Events, by September following Canada Day.

## **Term**

The Committee will cease once the final report has been submitted to Council.

Recruitment for the following year's committee will begin after the final report to Council has been submitted and the Committee Terms of Reference have been approved by Council, ideally at the August Council Meeting and no later than the September Council Meeting.

Ideally members of the next Committee will be appointed during the September Council Meeting and no later than the October Council Meeting.